

**RULES**  
**of competition for financing the research**  
**called "RIGE-research"**  
**at the Poznań University of Economics and Business**  
**as part of the project "PUEB for Economy 5.0: Regional Initiative - Global Effects (RIGE)"**

**1. COMPETITION AIM**

- 1.1. The aim of the "RIGE - research" competition (hereinafter referred to as the "Competition") is to enable the acquisition of financial resources, through a competitive process, intended to cover the costs of conducting empirical research or its further processing, for use in the process of preparing scientific publications.
- 1.2. The Rules specify in detail the requirements to be met for receiving funding to cover the costs of conducting empirical research or its further processing (in particular in the form of statistical studies) and rules applying to calls for applications, competition application evaluation criteria and the obligations of the author/authors who will receive funding for conducting empirical research or its further processing.

**2. INTRODUCTORY INFORMATION**

- 2.1. The organizer of the competition is the Poznań University of Economics and Business.
- 2.2. The funds allocated for financing publications originate from the "PUEB for Economy 5.0: Regional Initiative - Global Effects (RIGE)" project.
- 2.3. The costs of the research to be financed must be carried out by an external entity, Polish or foreign.
- 2.4. The subject of the research must correspond to a scientific discipline consistent with the discipline declared by the applicant following Article 343, Section 7 of the Law on Higher Education and Science dated July 20, 2018.
- 2.5. The competition is ongoing until the allocated funds are depleted. The competition committee evaluates submitted applications monthly under the provisions outlined in point 6.

**3. COMPETITION COMMITTEE**

- 3.1. The members of the competition committee consist of the substantive coordinators of the "UEP for Economy 5.0: Regional Initiative - Global Effects (RIGE)" project, along with an evaluation specialist and a representative from the Main Library as designated by its Director, all of whom are part of the Project Team.
- 3.2. The Project Director manages the operations of the Competition Committee, and in the event of their absence or inability to manage the work, another Committee member designated by the Project Director assumes responsibility. If such a designation is not feasible, the vice-

rector responsible for research makes the appointment.

- 3.3. If a member of the Competition Committee (individually or jointly with other persons) applies for funds from the Competition, they are deprived of the right to vote on the allocation of funds for the month to which their application relates.

#### **4. AMOUNT OF FUNDING**

- 4.1. The maximum funding amount for a single application is PLN 8,000.
- 4.2. The competition committee reserves the right to decide not to award funding to any applicant in a given call for proposals.

#### **5. COMPETITION PARTICIPANTS**

- 5.1. Eligible participants in the "RIGE - research" competition may include:
  - 5.1.1. Academic scholars employed under an employment relationship at the Poznań University of Economics and Business, included in N number, or
  - 5.1.2. Students of the PUEB Doctoral School.
- 5.2. Academic scholars employed at PUEB in teaching positions not included in the N number may not submit an application in the RIGE-research competition, while costs related to the work carried out by such scholars may be financed under the application submitted by the co-authors referred to in point 5.1.
- 5.3. In case of a substantial volume of applications, an additional qualifying criterion will be the anticipated impact of the activities outlined in the funding proposal on the forthcoming evaluation of scientific endeavors within the specified discipline.

#### **6. APPLICATION PROCEDURE**

- 6.1. Submissions for the competition must be made using an electronic form accessible via the following link: <https://grantapplication.ue.poznan.pl/pl/>.
- 6.2. The application should be accompanied by offers from potential research implementers prepared for the needs of a given project, e.g. in the form of e-mail received by traditional or electronic mail.
- 6.3. Only one application can be submitted in a given recruitment period.
- 6.4. If the applicant is already implementing another "RIGE - research" project, they may apply for funding for another one only after settling the ongoing project in accordance with the requirements described in point 10.
- 6.5. Applications for a given call shall be submitted by the 21st of the respective month.
- 6.6. The Competition Committee shall announce its recommendations regarding applications submitted in a given round no later than the 7th day of the following month.
- 6.7. In rare, justified cases, applications may be considered outside the specified deadlines outlined in points 6.5-6.6. A request to consider the application outside the indicated deadlines should be sent by email to [ireg@projekty.ue.poznan.pl](mailto:ireg@projekty.ue.poznan.pl). The decision to refer the application for consideration by the committee outside the regulations is made by the Project Director.

## **7. FORMAL EVALUATION OF APPLICATIONS**

- 7.1. Only applications that satisfy the formal criteria undergo substantive evaluation.
- 7.2. The formal assessment of applications is conducted by the Research Office.
- 7.3. Should errors or formal deficiencies be identified in the application, it will be declined. Once the errors are corrected, the applicant may resubmit the application in the subsequent round or, in exceptional circumstances, utilize the provisions outlined in point 6.7.

## **8. SUBSTANTIVE EVALUATION OF APPLICATIONS**

- 8.1. The Competition Committee conducts a substantive evaluation of applications based on the following criteria:
  - 8.1.1. Substantive evaluation of the planned research covered by the application (including the purposefulness of the costs indicated in the application).
  - 8.1.2. Alignment of the research topic with the issues addressed in the "PUEB for Economy 5.0: Regional Initiative - Global Effects (RIGE)" project.
  - 8.1.3. Compliance of the subject matter of the publication with at least one of the key research fields adopted at PUEB.
  - 8.1.4. Publication opportunities related to the potential research results covered by the application
- 8.2. In the case of a high number of applications in a given call, the Committee may apply the following additional criteria for funding eligibility:
  - 8.2.1. The anticipated impact of the proposed activities on the future evaluation of scientific activity in the discipline specified by the applicant.
  - 8.2.2. Whether the applicant has previously received support from RIGE; priority for funding will be given to applicants who have not yet benefited from the project.
- 8.3. As a result of the substantive assessment of the application, the committee decides:
  - 8.3.1. about referring the application for financing or
  - 8.3.2. refusing financing.
- 8.4. Decisions are adopted by a simple majority vote with at least half of the Committee members present, including the Project Director of "PUEB for Economy 5.0: Regional Initiative - Global Effects (RIGE)". Should the number of votes for and against a resolution be equal, the person in charge of the committee's work at a given meeting shall decide the question by using a casting vote.
- 8.5. There is no appeal against the decision of the competition committee.
- 8.6. Minutes are kept for all meetings and activities of the Competition Committee.
- 8.7. The applicant is informed about the competition committee's decision via an email sent to the address indicated in the application.
- 8.8. The confirmation of a positive decision can be downloaded via the application available at the following link: <https://grantapplication.ue.poznan.pl/>. This confirmation entitles the applicant to submit a request in the XPrimer system and a delegation application in the e-

Delegacje system (if the research requires a business trip) within 30 days from the date the Committee issued the positive decision. After this period, the decision will expire. When applying through the university's electronic systems, the RIGE decision number stated on the confirmation must be included.

- 8.9. An applicant who has not received financing may undergo consultations with the Project Director or another Committee member designated by the Project Director. During these consultations, they will receive a detailed justification for the refusal, along with recommendations regarding potential future applications to enhance their chances of obtaining financing.

## 9. COSTS

- 9.1. The awarded funding is designated solely for covering the expenses outlined in point 1.2.
- 9.2. The funding mentioned in point 9.1 should be utilized within 120 days from the date of funding approval, but no later than December 31 of the year the funding was granted.
- 9.3. In exceptional and well-justified circumstances, the Project Director of the "PUEB for Economy 5.0: Regional Initiative - Global Effects (RIGE)" Project holds the authority to extend the period of cost eligibility to one year from the date of notifying the applicant about the funding approval.

## 10. REQUIREMENTS FOR FUNDING SETTLEMENT

- 10.1. If the financing covered only conducting the research, the beneficiary is obliged to submit a report on the research within 30 days from the disbursement date and to present a substantive study of their results within 60 days from the disbursement date. The research results should include a popular science summary of around 300 words, presenting the findings in a way that is understandable to non-specialists in the field. Additionally, promotional material showcasing the research results presented in the preprint should be prepared in a format agreed upon with the Project Director of the "PUEB for Economy 5.0: Regional Initiative-Global Effects (RIGE)". The popular science description must be provided in two language versions – Polish and English.
- 10.2. If the financing covered substantive (in particular statistical) analysis of research results, the beneficiary is obliged to present this study to the Competition Committee within 60 days from the disbursement date. The research results should include a popular science summary of around 300 words, presenting the findings in a way that is understandable to non-specialists in the field. Additionally, promotional material showcasing the research results presented in the preprint should be prepared in a format agreed upon with the Project Director of the "PUEB for Economy 5.0: Regional Initiative-Global Effects (RIGE)". The popular science description must be provided in two language versions – Polish and English.
- 10.3. Regardless of whether the financing covered the conduct of the study, the analysis of its results, or both, the beneficiary is obliged to submit a preprint of the scientific publication containing the results of this research within 180 days from the disbursement date (together with confirmation of submission to the journal). The preprint must include an appropriate acknowledgment: **"Financed by the Minister of Science under the "Regional Initiative for Excellence" Programme."** Additionally, a popular science description of approximately 300 words, presenting the research findings in a comprehensible manner to non-specialists, should accompany the scientific article. Furthermore, promotional material should be

prepared in a format agreed upon with the Project Director of the "PUEB for Economy 5.0: Regional Initiative - Global Effects (RIGE)" Project.

- 10.4. If the research involves collecting quantitative or qualitative data, a data management plan must be prepared following the template available at [\[link\]](#). Submitting this plan to the Committee is a mandatory requirement for the final settlement of the awarded funding.
- 10.5. For research involving human participants, approval from the relevant PUEB research ethics committee is required. This approval must be obtained before starting the study and submitted as part of the funding settlement process.
- 10.6. The applicant must submit the required documents for the final settlement of the awarded funding through the dedicated electronic application system, which facilitates the submission and settlement process, available at <https://grantapplication.ue.poznan.pl/>.
- 10.7. Failure to fulfil the obligations outlined in points 10.1-10.6 renders the beneficiary ineligible to apply for funds from the "PUEB for Economy 5.0: Regional Initiative - Global Effects (RIGE)" project for a period of one year from the date PUEB disbursed the funds.
- 10.8. Despite the provisions of point 10.7, a beneficiary who fails to settle the expenses within the deadlines specified in points 10.1-10.5 may be required by the Rector to reimburse the spent amounts.

## **11. FINAL REMARKS**

- 11.1. The Rules are provided in two language versions: Polish and English.
- 11.2. In case of interpretational doubts, the Polish language version shall prevail.
- 11.3. The entity solely authorised to interpret the provisions of these Rules and Regulations and to resolve doubts concerning their application is the Rector of UEP.